

RESOLUTION HIRING PART-TIME INFORMATION AIDE IN THE TOWN CLERK'S OFFICE

RESOLUTION 24-

**RESOLUTION HIRING PART-TIME INFORMATION AIDE
IN THE TOWN CLERK'S OFFICE**

The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, to address staffing needs of the Town, the Town has need to hire for a Part-Time Information Aide position in the Town Clerk's Office; and

WHEREAS, acceptable and qualified candidates will be identified and selected and are therefore proposed to be hired to fulfill such job requirements; and

WHEREAS, upon due deliberation thereupon, the Town Board of the Town of Lansing has hereby

RESOLVED, that the above position is approved to be employed at an hourly rate not to exceed \$23.00 per hour, based on experience, as a Part-Time Information Aide in the Town Clerk's Office; also

RESOLVED, the probationary period be and hereby is scheduled for 26 weeks; also

RESOLVED, that the appropriate Town officer be and hereby is authorized to make such changes to the Towns' employment and civil service rosters, to file the required Civil Service forms to effect such changes per this Resolution, and to file Form 428s, if required.